



# ***Managing and Reconciling Purchasing Cards (P-Card)***

Training Session  
03/26/2019



# Introductions



## A little bit about us...

- **Lisa Lee**, *Buyer and P-Card Administrator, Department of Procurement and Contract Administration (DPCGA)*
- **Yashica Forrester**, *Procurement Specialist and backup to Lisa Lee*
- **Trish Gugliotta**, *P-Card Reconciler, Department of Budget and Finance (DBF)*

The **Department of Procurement (DPCGA)** oversees the purchasing functions of the GEARS system (Judiciary's Financial database). This includes, but is not limited to, Purchase Orders, Requisitions, as well as the Procurement Credit Card (P-Card) Program.



The **Department of Budget and Finance (DBF)** oversees and manages the Judiciary's budget and all related financial transactions. This includes, but is not limited to, vouchers and payment of corporate purchasing credit card statements.

# Introductions – Welcome!



## Introduce Yourself...

- Your Name
- Your Title
- Your Court/Program Location

## Today's Agenda

- Purchasing Card (P-Card) Account Set Up
- Managing and reconciling P-Card transactions in U.S. Bank
- Managing and reconciling P-Card monthly statements in GEARS

# Course Objectives



Upon completion of this course, you should be able to:

- Understand the difference between Purchasing Card processing in U.S. Bank versus GEARS
- Understand how to register your Corporate Purchasing Cards on U.S. Bank's Access Online site
- Understand how to reconcile your corporate transactions and maintain record keeping of your corporate purchases
- Understand what to do in case your card has fraudulent charges or has been lost or stolen
- Understand who to contact for Corporate Purchasing Card policies, procedures, card maintenance
- Understand how to perform beginning to end processing of P-Card transactions in GEARS

# Difference Between U.S. Bank vs. GEARS



## U.S. Bank

- Issues Corporate Purchasing Cards for Maryland Judiciary
- Cardholder account management for day-to-day purchasing transactions
- Sends file of all Judiciary transactions monthly to GEARS

## GEARS

- Maryland Judiciary's Financial System
- Loads monthly credit card statement of all Judiciary Corporate Purchasing transactions from U.S. Bank
- Cardholder updates merchant description and changes account (chartfield)
- Commits funds from the budget
- Vouchers created in GEARS to pay for Corporate Purchasing credit card statement

# Purchasing Card Account Set Up in U.S. Bank



- U.S. Bank will issue Corporate Purchasing Cards to cardholders based on the signed written approval of the State Court Administrator or designee
- Cards issued with the employee's name and with Maryland Judiciary embossed on the plastic
- The Judiciary's PCPA will issue cards to Cardholders
- Cardholders must initially self-register your cards on U.S. Bank's Access Online website



<https://access.usbank.com>

# Purchasing Card Account Set Up in U.S. Bank



**Welcome to Access Online!**

Please enter the information below and login to begin.

Contact Us  
Login

Organization Short Name:

User ID:

Password:

**Login**

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

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# Purchasing Card Account Set Up in U.S. Bank



## U.S. Bank Access® Online

### Online Registration

#### Add Accounts

Contact Us

Login

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

\* = required

Organization Short Name: \*

MDJ

Account Number: \*

1234567891012345

Account Expiration Date:

Month\*

Jan ▼

Year\*

2017 ▼

Register This Account

Additional Account

[<<Back to Login Page](#)

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# Purchasing Card Account Set Up in U.S. Bank



All notices to U.S. Bank by Customer shall be in writing and shall be made either via express or conventional mail at the following address:

U.S. Bank  
200 South Sixth Street  
CPS Customer Service  
EP-MN-L26C  
Minneapolis, MN 55402

U.S. Bank may broadcast notices or messages through Access Online to inform Customer of changes to the ATS, Access Online, or other matters of importance; such broadcasts shall constitute notice to Customer. At the sole discretion of U.S. Bank, U.S. Bank may elect to provide any notice, message or information concerning Access Online to Customer in writing via express or conventional mail.

## 13. PROPRIETARY RIGHTS TO CONTENT

Customer acknowledges that content, including but not limited to text, software, music, sound, photographs, video, graphics or other material contained in information presented to Customer by Access Online ("Content") is protected by copyrights, trademarks, service marks, patents or other proprietary rights and laws; therefore, Customer is only permitted to use this Content as expressly authorized by the ATS. Customer may not copy, reproduce, distribute, or create derivative works from this Content without expressly being authorized to do so by Access Online or U.S. Bank.

## 14. LAWS

The ATS shall be governed by and construed in accordance with the laws of the state of North Dakota, excluding its conflict of law provisions.

Customer and U.S. Bank agree to submit to the exclusive jurisdiction of the courts of the state of North Dakota.

If any provision(s) of the ATS is held by a court of competent jurisdiction to be contrary to law, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the parties with the other provisions remaining in full force and effect.

U.S. Bank's failure to exercise or enforce any right or provision of the ATS shall not constitute a waiver of such right or provision unless acknowledged and agreed to by U.S. Bank in writing.

Customer and U.S. Bank agree that any cause of action arising out of or related to this Access Online must commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual force.

I Decline ☒ I Accept



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# Purchasing Card Account Set Up in U.S. Bank



U.S. Bank Access® Online

[Contact Us](#)  
[Login](#)

## Online Registration Password and Contact Information

Organization Short Name: MDJ  
Functional Entitlement Group: CHF001

### User ID & Password

\* = required

Please enter an ID between 7-20 alphanumeric characters and a new case sensitive password between 8-20 characters. Use a combination of letters, numbers and special characters for your password that are easy for you to remember but not for others to guess.

User ID: \*

Password: \*

Re-enter New Password: \*

### Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1:\*

Authentication Question 2:



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# Purchasing Card Account Set Up in U.S. Bank



Authentication Response 2: \*

Authentication Question 3:

Authentication Response 3: \*

## Contact Information

First Name: \*

Sally

Last Name: \*

Ray

MI:

Address 1: \*

580 Taylor Avenue

Address 2:

Suite 400

City: \*

Annapolis

State/Province: \* Zip/Postal Code: \*

MD

21401

Country: \*

USA

Phone Number: \*

410-260-000

Fax Number:

Email Address: \*

sally.ray@mdcourts.gov

**NOTE:** Your Contact Information must be your Maryland Judiciary work information. *For example, court location, work email address, and work phone number.*

Continue

Cancel Registration



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# Purchasing Card Account Set Up in U.S. Bank



U.S. Bank Access® Online

State of Maryland Judiciary  
Our Payment Products Log out

Language Selection:  
American English

Welcome to Access Online Sally Ray  
Your last login was 01/27/2015

Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us  
Training

Message Center  
[Message\(s\) from Access Online](#)

**User ID has been successfully added.**

**Purchasing**

Acct#/Name: ...2345 SALLY RAY  
Account ID: 324129111339

Statement Balance: \$3,050.91 [View Current Statement](#)  
Billing Cycle Close Date: 12/26/2014

Current Balance: ⓘ \$0.00  
Credit Limit: ⓘ \$25,000.00  
Available Credit: ⓘ \$25,000.00

**Last 10 Transactions Posted**

Posting Date	Merchant	Amount
12/22	INTUIT *QB ONLINE	\$429.95
12/22	WAL-MART #1875	\$104.96
12/17	ISTOCK *INTERNATIONAL	\$2,400.00
12/02	NATIONAL ACADEMY SCIENCES	\$116.00
11/24	MARYLAND ASSOCIATION OF	\$245.00
11/21	FREDPRYOR CAREERTRACK	\$149.00
11/21	FREDPRYOR CAREERTRACK	\$149.00
11/21	ISTOCK *INTERNATIONAL	\$1,250.00
11/21	NEWBAYMEDIA	\$445.00

**Quick Links**  
[Manage Home Page Settings](#)  
[Manage Contact Information](#)  
[Manage Email Notifications](#)  
[Run Transaction Detail Report](#)  
[View All Statements](#)  
[View Last Cycle Transactions](#)  
[View Open Transactions](#)



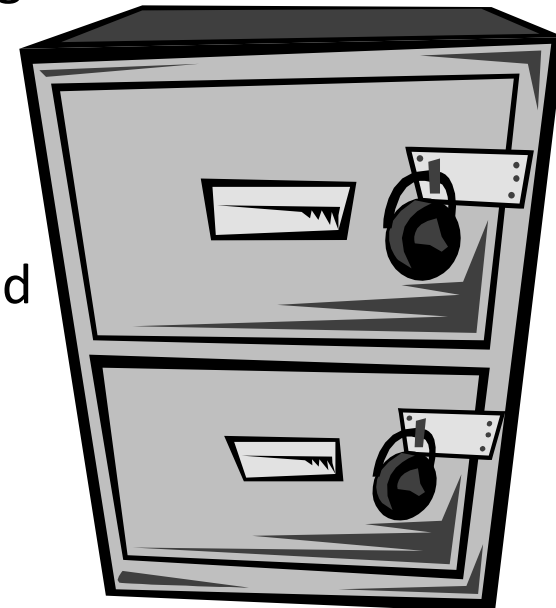
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# Maintaining Record Keeping of Purchases

- A receipt is required for each transaction
- Every transaction (**charge** or **credit**) must be recorded on Cardholder Transaction Log Sheet
  - You will use this log to reconcile the monthly charges against the credit card statement
- You are responsible for reconciling the Monthly Cardholder Statement with the Transaction Log sheet, attaching all receipts, signing, and returning the package to your immediate supervisor/manager.
- Use U.S. Bank online account access to:
  - Review daily charges/ensure charges are coded to correct account code
  - Make corrections if necessary



# Correcting Charge Codes in U.S. Bank



<https://access.usbank.com>



U.S. Bank Access® Online

State of Maryland Judiciary

[Our Payment Products](#) [Logout](#)

## Welcome to Access Online Sally Ray

Your last login was 01/27/2015

Language Selection:

[American English](#) ▼

[Transaction Management](#)  
[Account Information](#)  
[Reporting](#)  
[My Personal Information](#)

### Message Center

[Message\(s\) from Access Online](#)

[Home](#)  
[Contact Us](#)  
[Training](#)

**1** User ID has been successfully added.

### Purchasing

Acct#/Name: ...2345 SALLY RAY

Account ID: 324129111339

Statement Balance: \$3,050.91

[View Current Statement](#)

Billing Cycle Close Date: 12/26/2014

Current Balance: **1** \$0.00

Credit Limit: **1** \$25,000.00

Available Credit: **1** \$25,000.00

### Quick Links

[Manage Home Page Settings](#)

[Manage Contact Information](#)

[Manage Email Notifications](#)

[Run Transaction Detail Report](#)

[View All Statements](#)

[View Last Cycle Transactions](#)

[View Open Transactions](#)

### Last 10 Transactions Posted

Posting Date	Merchant	Amount
12/22	INTUIT *QB ONLINE	\$429.95
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12/17	ISTOCK *INTERNATIONAL	\$2,400.00
12/02	NATIONAL ACADEMY SCIENCES	\$116.00
11/24	MARYLAND ASSOCIATION OF	\$245.00
11/21	FREDPRYOR CAREERTRACK	\$149.00
11/21	FREDPRYOR CAREERTRACK	\$149.00
11/21	ISTOCK *INTERNATIONAL	\$1,250.00
11/21	NEWBAYMEDIA	\$445.00



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# Correcting Charge Codes in U.S. Bank



U.S. Bank Access® Online

State of Maryland Judiciary  
Our Payment Products Logout

## Transaction Management

Card Account Summary with Transaction List

Transaction Management  
• Transaction List

Account Information  
Reporting  
My Personal Information

Home  
Contact Us  
Training

Card Account Number: \*\*\*\*\*2345, SALLY RAY  
Card Account ID: 324129111339

Trans List

### [-] Card Account Summary

Account Number: .....2345  
Account Name: SALLY RAY  
Billing Cycle Close Date: Open Search Print Account Activity  
Open Account

### [+] Search Criteria

[Return to top](#)

### [-] Transaction List

[Return to top](#)

Records 1 - 1 of 1  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		01/27	01/28	FREDPRYOR CAREERTRACK	800-5563012, KS	\$199.00		001007860965	0995

[\(R\) Reviewed](#) [\(D\) Disputed](#) [\(A\) Reallocated](#) [\(S\) \(M\) Trans Detail Level](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

[Reallocate](#) Mass Reallocate Change Review Status

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# Correcting Charge Codes in U.S. Bank



U.S. Bank Access® Online

State of Maryland Judiciary

[Our Payment Products](#) [Logout](#)

## Transaction Management Reallocation Worksheet

Transaction Management

• [Transaction List](#)

[Account Information](#)

[Reporting](#)

[My Personal Information](#)

[Home](#)

[Contact Us](#)

[Training](#)

Card Account Number: \*\*\*\*\*2345, SALLY RAY  
Card Account ID: 324129111339

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center.  
To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

\* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length) OBJECT (4)	Favorite	Allocation Source	Last Changed by
<input type="checkbox"/>	01/27/2015	FREDPRYOR CAREERTRACK	\$199.00	<a href="#">Add Alloc</a>	0995	<a href="#">Add as Favorite</a>	Default Acct Code	System

[Remove Trans](#) [Save Allocations](#)

[<< Back to Transaction List](#)

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length) OBJECT (4)	Favorite	Allocation Source	Last Changed by
<input type="checkbox"/>	01/27/2015	FREDPRYOR CAREERTRACK	\$199.00	<a href="#">Add Alloc</a>	0819	<a href="#">Add as Favorite</a>	Default Acct Code	System

[Remove Trans](#) [Save Allocations](#)

[<< Back to Transaction List](#)



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# Correcting Charge Codes in U.S. Bank



## Transaction Management

### Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*2345, SALLY RAY  
Card Account ID: 324129111339

Trans List

**i** Request has been successfully completed.

#### **[+]** Card Account Summary

Account Number: **0** ...2345  
Account Name: SALLY RAY  
Billing Cycle Close Date: Open **0** Search Print Account Activity

**0** Open Account

#### **[+]** Search Criteria

[Return to top](#)

#### **[+]** Transaction List

[Return to top](#)

Records 1 - 1 of 1

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input checked="" type="checkbox"/>	<b>0</b>	01/27	01/28	FREDPRYOR CAREERTRACK	800-5563012, KS	\$199.00	<b>0</b>	001007860965	<b>0819</b>

**0** Reviewed **0** Disputed **A** Reallocated **0** **0** Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

Reallocate Mass Reallocate Change Review Status



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# Viewing All Transactions in U.S. Bank



U.S. Bank Access® Online

State of Maryland Judiciary  
Our Payment Products Logout

### Transaction Management

Card Account Summary with Transaction List

Transaction Management  
Transaction List  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us  
Training

Card Account Number: \*\*\*\*\*2345, SALLY RAY  
Card Account ID: 324129111339  
Trans List

#### [-] Card Account Summary

Account Number: ...2345  
Account Name: SALLY RAY  
Billing Cycle Close Date: All Search Print Account Activity  
Open Account

#### [-] Search Criteria

[-] Transaction List [Return to top](#)

Records 1 - 25 of 62  
Page: 1 | 2 | 3

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		01/27	01/28	FREDPRYOR CAREERTRACK	800-5563012, KS	\$199.00	(R)	001007860965	0819
<input type="checkbox"/>		12/21	12/22	INTUIT *QB ONLINE	800-286-6800, CA	\$429.95	(R) (E)	169419720	0932
<input type="checkbox"/>		12/19	12/22	WAL-MART #1875	SEVERN, MD	\$104.96	(R) (E)	94291763	0401
<input type="checkbox"/>		12/16	12/17	ISTOCK *INTERNATIONAL	866-478-6251, WA	\$2,400.00	(R) (E)	25083366	0999
<input type="checkbox"/>		12/01	12/02	NATIONAL ACADEMY SCIENCES	202-3341980, DC	\$116.00	(R) (E)	1548026	0915
<input type="checkbox"/>		11/21	11/24	MARYLAND ASSOCIATION OF	410-2666250, MD	\$245.00	(R) (E)	VQCEB6E9A686	1305
<input type="checkbox"/>		11/20	11/21	FREDPRYOR CAREERTRACK	800-5563012, KS	\$149.00	(R) (E)	016580219	0995
<input type="checkbox"/>		11/20	11/21	FREDPRYOR CAREERTRACK	800-5563012, KS	\$149.00	(R) (E)	016580218	0995
<input type="checkbox"/>		11/20	11/21	ISTOCK *INTERNATIONAL	866-478-6251, WA	\$1,250.00	(R) (E)	24857534	0999
<input type="checkbox"/>		11/20	11/21	NEWBAYMEDIA	212-378-0406, NY	\$445.00	(R) (E)	5BVJ22TH59NBC	0999
<input type="checkbox"/>		11/20	11/21	NEWBAYMEDIA	212-378-0406, NY	\$445.00	(R) (E)	5BVJ22TH5B7P2	0999
<input type="checkbox"/>		11/14	11/17	AMERICAN BAR ASSOCIATION	800-265-2221, IL	\$50.00	(R) (E)	787951	0819
<input type="checkbox"/>		11/06	11/10	THE HILTON GARDEN INN	757-2299230, VA	\$274.92	(R) (E)	00004270397572299230	0401
<input type="checkbox"/>		11/06	11/10	THE HILTON GARDEN INN	757-2299230, VA	\$352.70	(R) (E)	00004270397572299230	0401

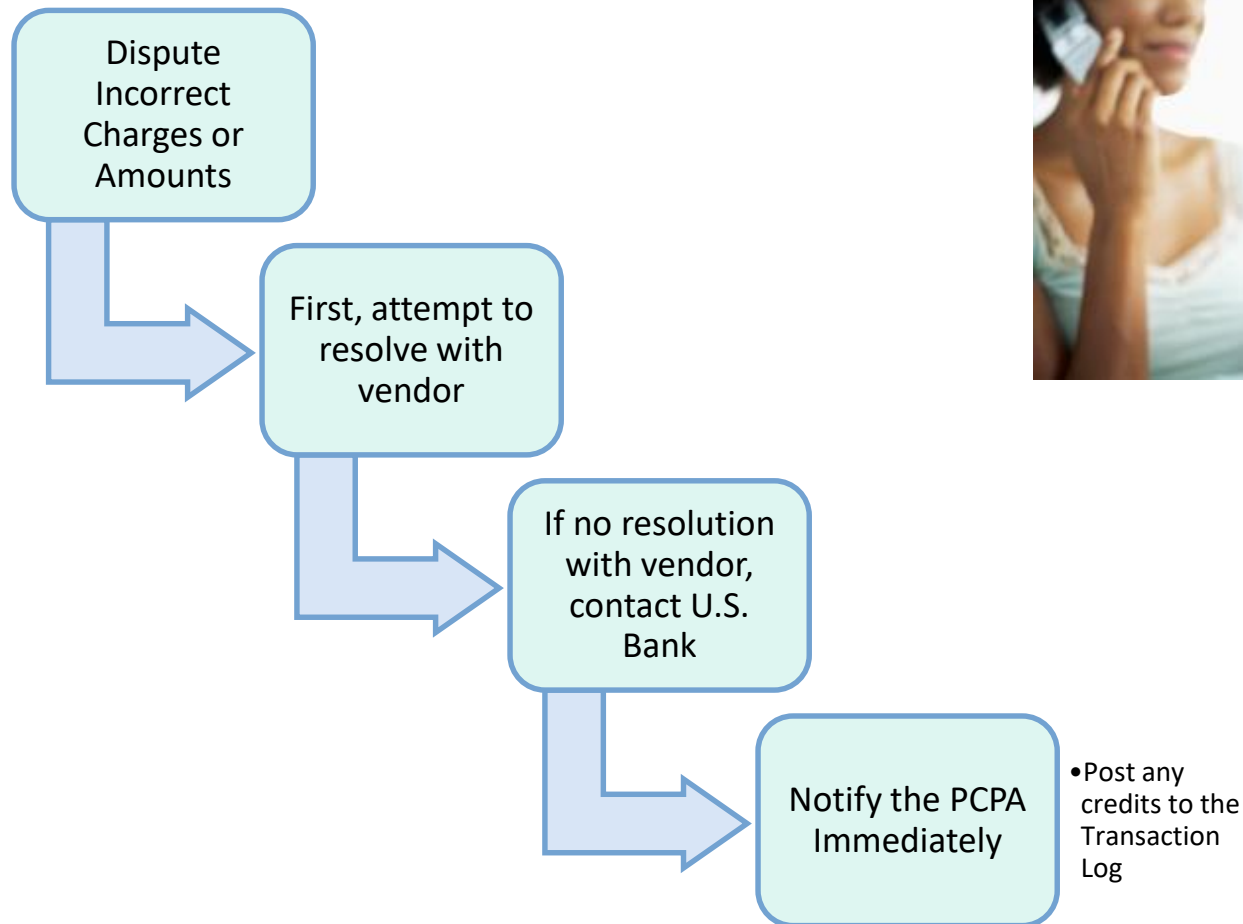
**NOTE:** If you made changes to an account code, there will be a symbol next to the transaction. The lock symbol next to a transaction means that you cannot make any more changes to an account code. Subsequent required changes must be made in GEARS.



**GEARS**

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# How to Dispute Incorrect Charges or Amounts?



# What to Do In Case Your Card Has Fraudulent Charges, Been Lost or Stolen?



- **You must contact U.S. Bank's Customer Service (800-344-5696) immediately**
  - Lost cards or fraudulent charges reported by telephone are blocked immediately
- **Notify the PCPA immediately of Lost or Stolen cards or if the card has fraudulent charges**



# Who to Contact for Corporate Purchasing Card Policies, Procedures, and Card Maintenance?



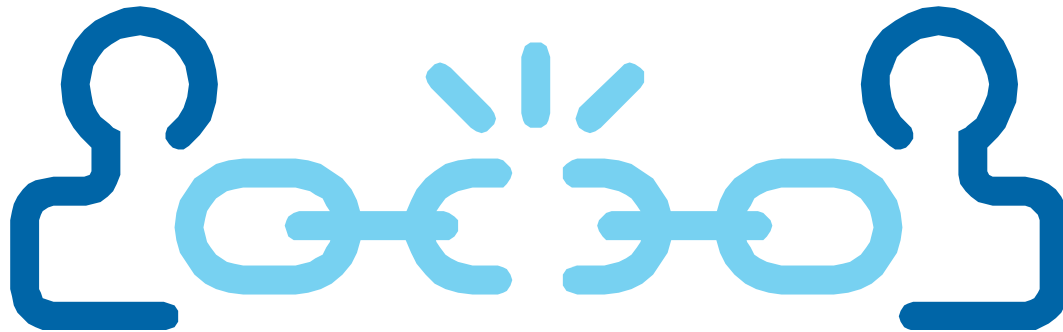
- ***Purchasing Card Program Administrator (PCPA):***  
Lisa Lee, 410-260-1263 or Yashica Forrester, 410-260-3591
- ***Purchasing Card Program Manager (PCPM):***  
Ibrahim (Abe) Totah 410-260-1265
- ***General Cardholder and Procurement Information:***  
Lisa Lee, 410-260-1263 or Yashica Forrester, 410-260-3591
- ***District Court Finance Manager:***  
Larry Tucker, 410-260-1206



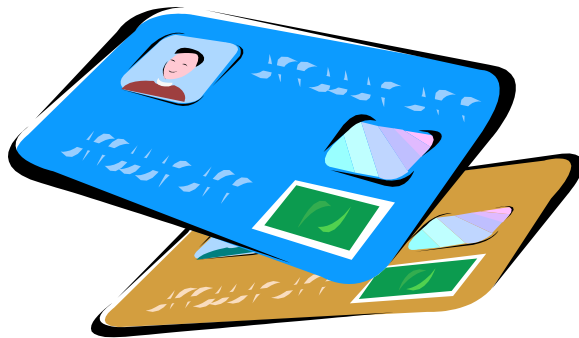
NEED A BREAK??



**BREAK**  
**10 min.**



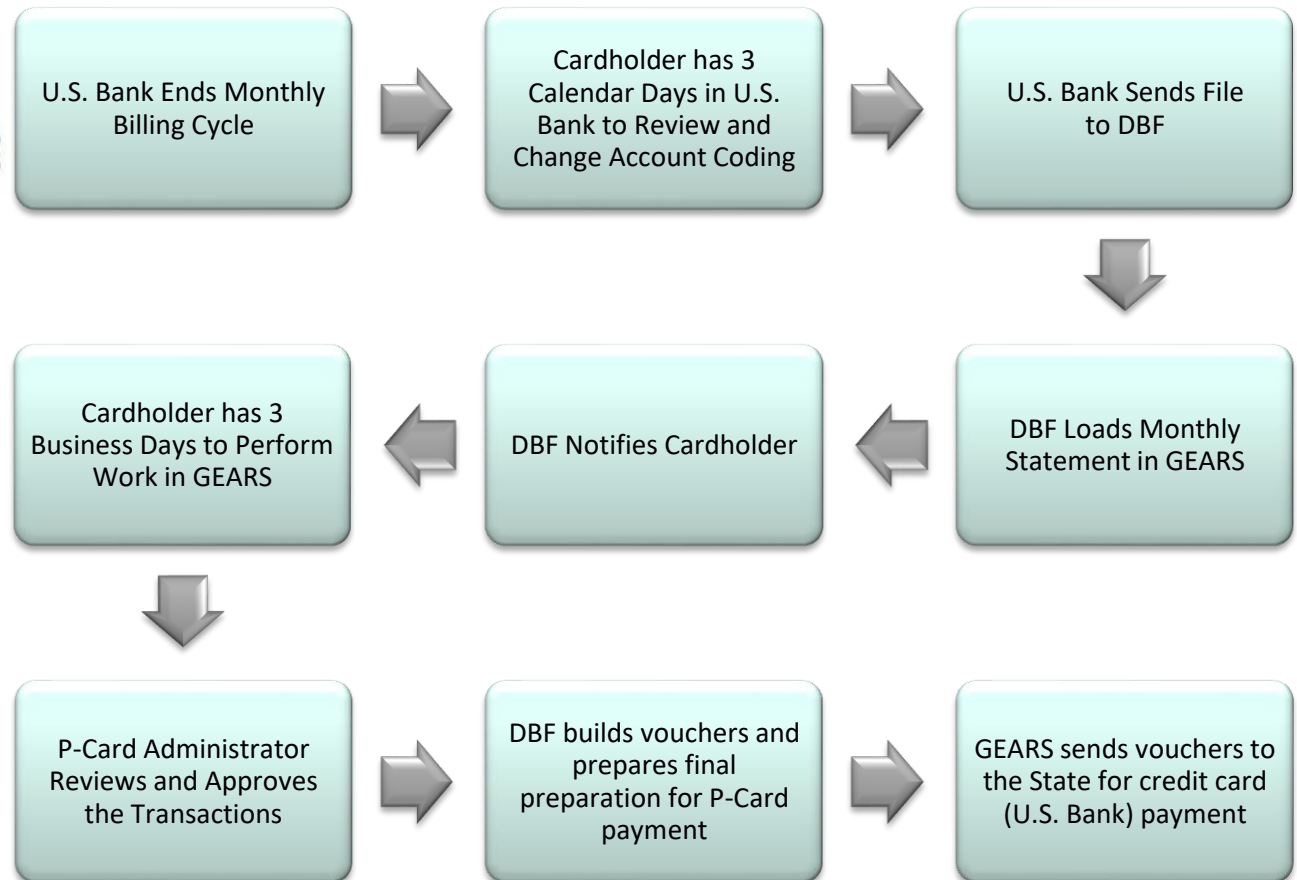




# PERFORMING P-CARD TRANSACTIONS IN GEARS



# P-Card Monthly Statement Process Flow



# Cardholders Review of Monthly Statement in GEARS – Review Transactions



Review your monthly credit card transactions  
(in GEARS):

1. Click on the Expand tab.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Procurement Cards ▾ > Reconcile ▾ > Reconcile Statement


**GEARS**  
MARYLAND JUDICIARY

Reconcile Statement  
Procurement Card Transactions

Empl ID 000000099 Name ABRAMS,MARY  
Card Number \*\*\*\*\*9839 Card Provider USB

☐ Run Budget Validation on Save

**Bank Statement** Personalize | Find | View All | First 1 of 1 Last

Transaction Billing 

	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib	Voucher Err	
1	<input checked="" type="checkbox"/>	12/08/2017	AMAZON MKTPLACE PMTS	Verified ▾	62.48	USD		Valid	Valid	No	No

☒ Select All ☐ Clear All

Search Purchase Details Split Line Distribution Template

# Cardholders Review of Monthly Statement in GEARS – Review Transactions



2. Click on the Distribute icon.



Reconcile Statement


Procurement Card Transactions

Empl ID 000000099 Name ABRAMS,MARY

Card Number \*\*\*\*\*9839 Card Provider USB

☐ Run Budget Validation on Save

Bank Statement

		Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget St	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date	Billing Amount
1	<input checked="" type="checkbox"/>	12/08/2017	AMAZON MKTPLACE PMTS	Verified <input type="button" value="v"/>	62.48	USD	 Valid	Valid	Yes	No		111-926165 1UB65QV5JGL	12/26/2017	62.48

☒ Select All ☐ Clear All

Search Purchase Details Split Line Distribution Template

# Cardholders Review of Monthly Statement in GEARS – Reconcile or Correct Distributions



## 3. Reconcile or correct any distributions.

- Modify ChartFields (e.g., account code or split distribution).
- All distribution lines with **Account** code '0995' must be changed.



ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA

Billing Date 06/30/2016 Billing Amount 7.80 USD Unit Price 7.80000

SpeedChart Transaction Unit Price 7.8000 \*Distribute By Amount

**Distributions** Personal | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	Batch Agy	PCA	Fund	*Account	Program	Approp Number	Approp Yr	Dept
	100.0000	7.80	USD	MDJUE	C25	70061	0001	0301	B007	A0007	AY2016	

OK Cancel Refresh

# Cardholders Review of Monthly Statement in GEARS – Update the Description Field



## 4. Update the Description field for each transaction with the Merchant's Name.

- Ensure that you include the cardholder's initials and the statement month and year.

For example, ("Amazon, MA, 11-16").

**NOTE:** Do not use special characters, such as a backtick (`), colon (:), apostrophe ('), forward slash (/) or back slash (\).

Reconcile Statement

Procurement Card Transactions

Empl ID 000000099      Name ABRAMS,MARY  
Card Number \*\*\*\*\*9839      Card Provider USB

☐ Run Budget Validation on Save

Bank Statement

		Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date	Billing Amount	Currency
1	<input checked="" type="checkbox"/>	12/08/2017	AMAZON MKTPLACE PMTS	Verified	62.48	USD	Not Chk'd	Valid	Yes	No		Amazon, MA, 11-16	12/26/2017	62.48	USD

☒ Select All      ☐ Clear All  
Search      Purchase Details      Split Line      Distribution Template

# Cardholders Review of Monthly Statement in GEARs – Reconcile or Correct Distributions



5. *You must perform Budget Check, if any changes are made to the ChartFields. If you do not receive a 'Valid' Budget Status (e.g., 'Error'), contact DBF Budget Unit.*



Reconcile Statement

Procurement Card Transactions

Empl ID 000000099 Name ABRAMS,MARY  
Card Number \*\*\*\*\*9839 Card Provider USB

☐ Run Budget Validation on Save

Bank Statement

	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date	Billing Amount	Currency
1	12/08/2017	AMAZON MKTPLACE PMTS	Verified	62.48	USD	Not Chk'd	Valid	Yes	No		Amazon, MA, 11-16	12/26/2017	62.48	USD

☒ Select All ☐ Clear All

Search Purchase Details Split Line Distribution Template

# Cardholders Review of Monthly Statement in GEARS – Update the Description Field



6. Save your changes.



Reconcile Statement

Procurement Card Transactions

Empl ID 000000099

Name ABRAMS,MARY

Card Number \*\*\*\*\*9839

Card Provider USB

☐ Run Budget Validation on Save

Bank Statement

Personalize | Find | View All | First 1 of 1 Last

Transaction		Billing								
	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib	Voucher Err
1	<input checked="" type="checkbox"/>	12/08/2017	AMAZON MKTPLACE PMTS	Verified	62.48	USD	Valid	Valid	Yes	No

Select All

☐ Clear All

Validate Budget

Purchase Details

Split Line

Distribution Template



Save



Notify



Refresh

# Cardholders Review of Monthly Statement in GEARS – Your Turn





Just Ask...



Any Questions

# Thank You!!!

